



**SULLIVAN COUNTY LEGISLATURE**  
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## **August 15, 2013 Full Board Addendum**

### **I. RESOLUTIONS :**

1. Adopt a list of specific positions subject to the Sullivan County Ethics Law
2. Confirm the appointments of the Sullivan County Board of Ethics
3. Adopt a list of specific positions prohibited from bidding at County Auctions pursuant to the Sullivan County Ethics Law
4. Amend the Rules to the Sullivan County Legislature (needs to be untabled) (Roll Call)
5. Adopt four (4) forms pursuant to the Sullivan County Ethics Law
6. Adopt the 2013-2014 Sullivan County Community College Budget (Roll Call)
7. Amend the 2013 contract with Cornell Cooperative Extension
8. Create a Planner Position within the Department of Planning
9. Amend 275-13 regarding SCCC One Card System for Student's Use
10. Supporting the enactment of a Constitutional Amendment authorizing Class III Gaming in the State of New York
11. Reappoint Papa and appoint Nieke to the RSVP Advisory Committee
12. Appoint Nieke to the OFA Advisory Committee
13. Reappoint Carlin to the Sullivan County commission on Human Rights
14. Create a full time Temporary Account Clerk/Database position
15. Enter into a settlement and release agreement with MED World Acquisition

**RESOLUTION INTRODUCED BY EXECUTIVE COMMITTEE TO ADOPT A LIST OF SPECIFIC POSITIONS SUBJECT TO THE SULLIVAN COUNTY ETHICS LAW**

**WHEREAS**, pursuant to the provisions of Section 100 (6)(d) of the Sullivan County Ethics Law established by Local Law Number 3 of 2013, a list of specific positions covered by the Law is required to be adopted by resolution, and

**WHEREAS**, in addition to all individuals covered under Section 100 (6)(a) through (6)(c) of the Ethics Law (“County Officials”) and pursuant to Section 100 (6)(d), attached to this resolution is a specific listing of positions subject to the Sullivan County Ethics Law.

**NOW, THEREFORE, BE IT RESOLVED**, that the attached list of specific positions subject to the Sullivan County Ethics Law is hereby adopted as set forth in Section 100 (6)(d) of Local Law Number 3 of 2013, to be effective upon filing of the law with the New York State Secretary of State.

## LIST OF POSITIONS SUBJECT TO THE ETHICS LAW

Accounts Payable Coordinator, Audit  
Administrator, Adult Care Center  
Administrator, Department of Motor Vehicles  
Airport Superintendent  
Assistant Commissioner to Planning and Environmental Management  
Assistant County Attorney (2)  
Assistant County Attorney Part time  
Assistant Director of Aging Services  
Assistant Director of Nursing Services/Patient Care  
Assistant Director of Purchasing and Central Services  
1<sup>st</sup> Assistant District Attorney  
2<sup>nd</sup> Assistant District Attorney  
3<sup>rd</sup> Assistant District Attorney  
4<sup>th</sup> Assistant District Attorney  
5<sup>th</sup> Assistant District Attorney  
6<sup>th</sup> Assistant District Attorney  
7<sup>th</sup> Assistant District Attorney  
Assistant Director of Risk Management & Insurance  
Attorneys, Department of Family Services (2)  
Attorney, Industrial Development Agency  
Attorney, Sullivan County Funding Corporation  
Board of Trustees, Sullivan County Community College  
Chairman of the Legislature  
Chief Civil Officer  
Chief Deputy Patrol Division/Internal Affairs  
Chief Information Officer  
Clerk to the Legislature  
Commissioner, Board of Elections (2)  
Commissioner, Division of Health and Family Services  
Commissioner, Planning and Environmental Management  
Commissioner, Division of Public Safety  
Commissioner, Division of Public Works  
Coordinator, Child Support Enforcement Unit  
Coordinator, Children with Special Needs, Public Health  
Coroner (4)  
Correction Captain, Sullivan County Jail  
Correction Lieutenant, Sullivan County Jail  
County Attorney  
County Auditor  
County Clerk  
County Legislator (8)  
County Manager  
County Treasurer  
Deputy Clerk to the Legislature  
Deputy Commissioner of Elections (2)  
Deputy Commissioner of Public Works, Engineering  
Deputy Commissioner Health & Family Services  
Deputy Commissioner of Management and Budget  
Deputy County Manager/Commissioner Management and Budget

Deputy Director of Community Services  
Deputy Director Real Property Tax Services III  
Deputy Public Health Director  
Deputy County Clerk  
Deputy County Treasurer  
Deputy County Treasurer II  
Director of Administration and Case Management  
Director, Center for Workforce Development  
Director of Development and Application Support, MIS  
Director of Operations and Network Administration, MIS  
Director, Community Services  
Director, Department of Real Property Tax  
Director of Family Services  
Director, Fraud Investigations  
Director, Human Resources  
Director, Municipal Weights and Measures  
Director, Nursing Services  
Director, Office for the Aging  
Director, Parks, Recreation and Beautification Programs,  
Director, Probation II  
Director, Public Health Services  
Director, Purchasing and Central Services  
Director, Rehabilitation Services, ACC Physical Therapy  
Director, Risk Management & Insurance  
Director of Services, Family Services  
Director, Temporary Assistance – Department of Family Services  
Director, Veterans Service Agency  
Director, Youth Bureau  
District Attorney  
District Attorney Investigators  
Division Contract Compliance Officer, Health and Family Services  
E-911 Coordinator  
Economic Development Programs Supervisor  
Executive Assistant, County Manager  
Executive Assistant, District Attorney  
Executive Director, Human Rights  
Facilities Bridge Superintendent  
Fiscal Administrative Officer, Adult Care Center Fiscal Services  
Fiscal Administrative Officer, Family Services  
Fiscal Administrative Officer, Health Finance (2)  
Fiscal Administrative Officer, Management and Budget  
Garage Superintendent  
Grants Administration Supervisor  
Industrial Development Agency Members  
Jail Administrator, Sheriff's Office  
One Stop Manager, CWD  
Payroll Coordinator /Software Support Technician  
Personnel Officer  
President, Sullivan County Community College  
Road Maintenance Superintendent  
Secretary, Industrial Development Agency

Sheriff

Special Counsel Workers Compensation part time

Sr. Accountant, Treasurer Accounting

Sr. Assistant County Attorney (part-time)

Sr. Family Services Attorney

Sr. Fiscal Administrative Officer, Sheriff Civil

Sr. Fiscal Administrative Officer, Treasurer Accounting part time

Staff Accountant, Treasurer Accounting

Sullivan County Funding Corporation Member

Treasurer, Industrial Development Agency

Trustee, Sullivan County Community College

Undersheriff

Vice Chair, Industrial Development Agency

Vice President for Administrative Services, SCCC

**RESOLUTION INTRODUCED BY EXECUTIVE COMMITTEE TO CONFIRM  
THE APPOINTMENTS OF THE MEMBERS OF THE SULLIVAN COUNTY  
BOARD OF ETHICS**

**WHEREAS**, pursuant to the provisions of Section 102 of Local Law Number 3 of 2013, the County Manager has appointed five members to the Sullivan County Board of Ethics with various terms, and

**WHEREAS**, the members and their terms, to commence upon filing of Local Law Number 3 of 2013 with the New York State Secretary of State, are as follows:

Member	Term
Monica Farquhar Brennan	1 year term
Keith Gilmore	2 year term
Judie Goldberg	2 year term
John Konefal	3 year term
Kenneth Walter	3 year term

**WHEREAS**, the appointments to the Sullivan County Board of Ethics, by the County Manager, require confirmation by the County Legislature.

**NOW, THEREFORE, BE IT RESOLVED**, that the appointments listed above are hereby confirmed as set forth in Section 102 of Local Law Number 3 of 2013, to be effective upon filing with the Secretary of State.

**RESOLUTION INTRODUCED BY EXECUTIVE COMMITTEE TO ADOPT A LIST OF SPECIFIC POSITIONS PROHIBITED FROM BIDDING AT COUNTY AUCTIONS PURSUANT TO THE SULLIVAN COUNTY ETHICS LAW**

**WHEREAS**, pursuant to the provisions of Section 101(2) of the Sullivan County Ethics Law established by Local Law Number 3 of 2013, a list of persons and specific positions subject to prohibition from bidding at County auctions is required to be adopted by resolution; and

**WHEREAS**, the County conducts auctions of real property as well as personal property and the prohibitions against bidding are different for each.

**NOW, THEREFORE, BE IT RESOLVED**, that the persons and positions identified on the two (2) separate lists attached to this Resolution are prohibited from bidding at the respective County auctions in accordance with Section 101(2) of Local Law Number 3 of 2013, to be effective upon filing of the Law with the New York State Secretary of State.

**EMPLOYEES AND OTHERS PROHIBITED FROM BIDDING AT AUCTIONS  
OF THE COUNTY'S PERSONAL PROPERTY \*\***

1. Members of Sullivan County Legislature and legislative staff
2. County Manager, Executive Assistant to County Manager and office staff
3. Commissioner of Management and Budget, Deputy Commissioner of Management and Budget, Research Analyst and office staff
4. County Attorney and staff
5. County Treasurer and staff
6. Division of Public Works staff
7. Director of Purchasing and staff
8. County Auditor and staff
9. Commissioners, Department Heads and their staff whose equipment is subject to the County's auction
10. Auction Company employees
11. Spouses, non-emancipated children, and dependents of Staff listed
12. Firm, partnership or association of which such person is an officer, member or employee
13. Corporation of which such person is officer, director or employee or of which person owns more than five (5%) percent of the stock

\*\*These prohibitions apply to Auctions of County-owned Property only.

Exceptions

1. There are exceptions which do not create a conflict of interest. An employee who believes that he or she should not be subject to these prohibitions because bidding will not create a conflict of interest, should apply, in writing, to the Board of Ethics, which will make a recommendation to the Legislature.



**EMPLOYEES AND OTHERS PROHIBITED FROM BIDDING AT  
THE COUNTY'S REAL PROPERTY AUCTIONS**

1. Members of Sullivan County Legislature and legislative staff
2. County Manager, and Executive Assistant to County Manager and office staff
3. Commissioner of Management and Budget, Deputy Commissioner of Management and Budget, Research Analyst and office staff
4. County Auditor and staff
5. County Attorney and staff
6. County Treasurer and staff
7. Division of Public Works staff
8. Director of Real Property Tax Services and staff
9. Auction Company employees
10. Spouses, non-emancipated children, and dependents of above
11. Firm, partnership or association of which such person is an officer, member, or employee
12. Corporation of which such person is officer, director or employee, or of which person owns more than five (5%) percent of the stock.

Exceptions

1. There are exceptions which do not create a conflict of interest. An employee who believes that he or she should not be subject to these prohibitions because bidding will not create a conflict of interest, should apply, in writing, to the Board of Ethics, which will make a recommendation to the Legislature.

**RESOLUTION NO. INTRODUCED BY THE EXECUTIVE COMMITTEE TO AMEND  
THE RULES OF THE COUNTY LEGISLATURE**

**WHEREAS**, pursuant to Section 153 of the County Law, the Sullivan County Legislature and its committees shall conduct their meetings in accordance with the Rules of the Legislature, and

**WHEREAS**, these Rules shall be interpreted by the Executive Committee, with amendments and additional rules to be adopted in accordance with the provisions of Rule 65 after consideration by said committee, and

**WHEREAS**, in absence of a rule or order not covered by these Rules, Robert's Rules of Order shall govern.

**WHEREAS**, the Rules need to be amended to reflect current changes to Legislative Committee titles, and

**NOW, THEREFORE BE IT RESOLVED**, that the Rules are amended to reflect title changes and responsibilities to the Agricultural and Sustainability Policy Committee, Capital Planning and Budgeting Committee and Public Safety and Law Enforcement Committee.

**NOW, THEREFORE, BE IT RESOLVED**, that the Sullivan County Legislature hereby adopts the Rules of the Legislature as amended.

**RULES**  
**OF THE**  
**COUNTY LEGISLATURE**  
**COUNTY OF SULLIVAN**  
**NEW YORK**

Rev. 10/15/98, 6/17/99, 8/27/99, 2/28/00, 1/23/03, 3/15/03, 5/17/07, 1/2/08 & 8/15 /13

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INTRODUCTION

RULE 1. APPLICABILITY: The Sullivan County Legislature and its committees shall conduct their meetings in accordance with these Rules. These Rules shall be interpreted by the Executive Committee. Amendments and additional rules shall be adopted in accordance with the provisions of Rule 67 after consideration by the said Committee. In absence of a rule or order not covered by these Rules, Roberts' Rules of Order shall govern. These Rules shall continue in effect until modified or amended and shall govern the procedure of the organization meeting of the Legislature.

RULE 2. DEFINITIONS: Unless the context requires a different meaning, the terms set forth herein shall have the following meaning:

- (a) County: County of Sullivan
- (b) Legislature: County Legislature
- (c) Chair: Chairman of the Legislature
- (d) Vice Chair: Vice Chair of the Legislature
- (e) Clerk: Clerk of the Legislature
- (f) Rules: Rules of the Legislature

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- (g) Legislative Oversight: All manner of supervision properly exercised by an elected legislative body and its committees including but not limited to review, study and investigation of the operations, programs and proposals of a department or agency of the County.

The County Legislature at its organizational meeting, shall elect from its membership a Chair and a Vice Chair pursuant to the provisions of the Sullivan County Code.

RULE 2A. MAJORITY AND MINORITY LEADERS: Annually, the enrolled members of the two political parties which shall have the greatest number of members seated in the Legislature, shall elect a leader of the respective parties, in caucus, prior to the first committee meeting of the year. The leader of the political party whose membership of the Legislature constitutes a majority of the Legislature shall be known as the Majority Leader. The leader of the other party shall be known as the Minority Leader. In the event that neither the members of one party nor the other constitute a majority of the members of the County Legislature, then in said event, the Chairman of the County Legislature shall designate one party leader as the Majority Leader and the other as the Minority Leader for the purpose of budgetary appropriation and other matters.

#### MEETINGS

RULE 3. REGULAR MEETINGS: The regular meetings of the Legislature shall be held on the third Thursday of each month at two o'clock p.m., effective as of February 1, 1997. When a  
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date falls on a state or a national holiday, then the regular meeting shall be held as scheduled by the Legislature.

RULE 4. A. SPECIAL MEETINGS: Special meetings of the Legislature shall be held at the call of the Clerk upon direction of the Chair or the Vice Chair, or upon written request signed by a majority of the members of the Legislature. Notice in writing stating the time, place and purpose of the special meeting shall be served personally or by facsimile transmission or by telephone or by mail upon each member of the Legislature at least forty-eight hours before the time fixed for holding the meeting or a member may waive the service of the notice for such meetings by a writing signed by him/her. Only business specified in the notice or otherwise in order may be transacted at a special meeting.

B. EMERGENCY MEETINGS: Emergency meetings are those whose subject matter mandates, in the opinion of the Chair, the Vice Chair or a majority of the members of the Legislature, that said meeting be called with less than forty-eight hours notice. The meeting shall be called at the request of the Chair, the Vice Chair or a majority of the members of the Legislature upon such notice to each member of the Legislature, the public and/or the media as is practicable under the circumstances.

RULE 5. LOCATION OF MEETINGS: All meetings of the Legislature shall be held at the Legislature's Chambers at the Sullivan County Government Center, Monticello, New York, unless provided otherwise by a motion for adjournment or by the call for a special or

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emergency meeting.

RULE 6. OPEN MEETINGS: Every meeting of the Legislature, except executive sessions, shall be open to members of the public and media in compliance with the Open Meetings Law of the State of New York.

RULE 7. QUORUM: A majority of the whole number of the membership of the Legislature shall constitute a quorum for the transaction of business, but a lesser number may adjourn any meeting of the Legislature from time to time.

RULE 8. CONVENING OF MEETING: The Chair, or in the Chair's absence, the Vice-Chair, shall call the meeting of the Legislature to order at the time appointed therefor, and shall be the presiding officer. Upon the appearance of a quorum, the Clerk shall call the roll of Legislators inserting the names of those absent in the minutes. In the event a Legislator arrives late or departs early, the minutes shall so reflect. In the event a quorum is not present, the Legislators present shall request the Clerk to call an adjourned meeting upon appropriate notice.

RULE 9. MINUTES; APPROVAL; MODIFICATIONS; COPIES: The Clerk shall take minutes of all meetings of the Legislature. The minutes of each meeting of the Legislature shall be deemed to be approved without formal motion unless a Legislator desires to make an objection, alteration or addition. The minutes of each meeting shall be transcribed and

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made available to each member of the Legislature or the public at the Clerk's Office at least three days prior to the next regular meeting, except that the minutes of a special meeting or emergency meeting shall be transcribed and made available at the Clerk's office within twenty-five hours following said meeting.

RULE 10. ORDER OF BUSINESS

(a) The order of business at each regular meeting of the Legislature shall be as follows:

- (1) Roll call of Legislators.
- (2) Reading of the minutes of the preceding meeting in whole or in part, upon the request of a Legislator. (In the absence of any objection or corrections, the minutes shall stand approved without formal motion and without having been read aloud.) (Rule 9)
- (3) Presentation of communications.
- (4) Public comment in accordance with Rule 11 (b).
- (5) Reports of citizen advisory committees, commissions, boards, etc.
- (6) Unfinished business.
- (7) Presentation of pre-filed resolutions, laws, acts, ordinances, etc., by committees and members of the Legislature for discussion and vote.
- (8) Presentation of other motions, resolutions, laws, acts, ordinances, etc., and new business.
- (9) Good and welfare pursuant to Rule 11(c).

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- (10) Recognition of Legislators.
  - (11) Announcements from the Chair.
  - (12) Meeting adjournment or close.
- (b) The order of business at a special or emergency meeting of the Legislature shall be as follows:
- (1) Roll call of Legislators.
  - (2) Reading of Notice of Meeting.
  - (3) Presentation of Motions, Resolutions, laws or other business for which the meeting was called.
  - (4) Other business in order.
  - (5) Announcements from the Chair.
  - (6) Meeting Adjournment or close.
- (c) The order of business at a public hearing of the Legislature shall be as follows:
- (1) Roll call of Legislators.
  - (2) Reading of the Notice of Public Hearing.
  - (3) Reading of local law or other matter for which hearing is required.
  - (4) Public discussion.
  - (5) Public Hearing adjournment or close.

RULE 11. CONDUCT OF MEETINGS; PUBLIC DISCUSSION:

- (a) The business of the Legislature at meetings thereof, shall be conducted by the

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members of the Legislature. Staff of the County of Sullivan may be requested to provide information that is relevant to any subject under discussion before the Legislature.

- (b) A member of the public shall be permitted to make a statement at any regular meeting of the Legislature on any issue for a period of not more than two (2) minutes each in the discretion of the presiding officer. Such period shall commence after the Clerk shall have read any communication received by the Legislature other than statements filed by a speaker. Any speaker may file with the Clerk a written statement, but such written statement shall not constitute a part of the Annual Proceedings of the Legislature, nor shall such statement be read by the Clerk.
- (c) During good and welfare, the presiding officer shall permit public comment on any matter. The length of each comment, as well as the length of this portion of the meeting shall solely be in the discretion of the presiding officer.

#### DEBATE AND VOTING

RULE 12. PRESIDING OFFICER: The Chair shall preside at all meetings of the Legislature at which the Chair is present, preserve order and decorum and confine discussion to the matter at issue. In the absence of the Chair, the Vice-Chair shall preside at the meeting with all of the powers and authority of the Chair. The presiding officer shall decide all questions of order, subject to appeal by a member. The Chair shall, at the organizational meeting,

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appoint a Parliamentarian to assist and advise the presiding officer on questions of order. Except as provided in these Rules, the presiding officer may participate in debate and vote on any question before the Legislature.

RULE 13. APPEALS: On an appeal of the presiding officer's decision on a question of order, the presiding officer may first present the reason for a decision after which any Legislator may speak once thereon before the presiding officer puts the questions, "Shall the presiding officer's ruling be sustained?" The question will be decided without debate by a majority of the Legislature, including the presiding officer's vote. The presiding officer shall have a vote on an appeal.

RULE 14. DEBATE; RECOGNITION: Each Legislator by raising a hand shall be recognized by the presiding officer prior to speaking. When two or more Legislators desire recognition by raising their hands simultaneously, the presiding officer shall determine the order of speaking.

RULE 15. DEBATE; RIGHT TO SPEAK: At the discretion of the presiding officer, no Legislator may speak more than once on any question until all Legislators desiring to speak shall have spoken.

RULE 16. DEBATE; LIMITS; OUT OF ORDER: Legislators shall limit their discussion to the matter before the Legislature and shall speak for a reasonable time. If the presiding officer shall decide that a Legislator has spoken for more than a reasonable time or is otherwise not acting in conformity to the decorum required by these rules, the presiding officer may

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interrupt the Legislator and require the Legislator to conclude his/her discussion or call such Legislator out of order. A Legislator called out of order shall immediately cease debate unless the presiding officer shall permit an explanation.

RULE 17. DEBATE; PRIVATE DISCUSSION: While a Legislator is addressing the presiding officer, no other Legislator shall entertain any private discourse, walk about the room, or pass between a speaker and the presiding officer.

RULE 18. METHOD OF ACTION: Except as otherwise expressly provided by law, the power of the Legislature shall be exercised through a local law, resolution, or motion duly adopted by the Legislature.

RULE 19. VOTING; METHOD OF VOTING: All votes of the Legislature shall be by aye or nay unless otherwise required by law. Upon the request of a Legislator or if required by law, the Clerk will take a roll call vote in numerical order on a rotating basis in chronological order by Legislative District, and record said vote in the minutes next to each Legislator's name. When a roll call vote is not required or requested, the Clerk shall record in the minutes next to each Legislator's name an aye vote unless a Legislator shall specifically vote "Nay". An abstention shall not be counted as a vote.

RULE 20. ABSTENTIONS: Every member who shall be physically present in the Legislative Chambers when a question is stated by the Chairman must cast his or her vote on the same. The only exception to this procedure is when a member who, after stating the reason, abstains from voting because such member seeks to avoid a conflict of interest pursuant to the 2013 Ethics Law of the County. If a member wrongfully attempts to avoid casting his or her vote, abstain, or otherwise refuses to vote, the Chairman shall direct the Clerk to record such member's vote in the affirmative on the question or matter being voted upon.

RULE 21. VOTING; ADOPTION: Except as provided by Rules 22 and 40, a question before the Legislature shall be adopted only when it receives a majority of the vote of the entire number of Legislators.

RULE 22. VOTING; ADOPTION; 2/3 VOTE: Every local law or resolution of the Legislature legalizing informal acts of a town board meeting, village election, town or village officers, authorizing the contracting of a funded debt, taking a vote pursuant to Municipal Home Rule Law §20(4) under a certificate of necessity, or as may otherwise be specified by law, shall require for its passage two-thirds of the vote of the entire number of Legislators.

RULE 23. VOTING; EQUALLY DIVIDED VOTE: An equally divided vote on any matter before the Legislature shall be deemed a defeat and the question shall be lost.

COMMITTEE OF THE WHOLE

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RULE 24. COMMITTEE OF WHOLE CREATION: The Legislature may, by a majority vote or by order of the Chair, resolve itself into a Committee of the Whole for the purpose of informal discussion by the Legislators which shall be stated in the motion or order therefor.

RULE 25. COMMITTEE OF THE WHOLE; CHAIR: In the Committee of the Whole, the Chair, or in his/her absence, the Vice Chair, shall serve as the presiding officer thereof.

RULE 26. COMMITTEE OF THE WHOLE; RULES: These Rules shall govern the Committee of the Whole so far as they may be applicable, except that the limitation of the number of times of speaking shall not apply and the ayes and nays shall not be taken. A motion to rise and report progress shall always be in order and shall be decided without debate.

#### RESOLUTIONS

RULE 27. RESOLUTIONS; FILING: Unless unanimous consent of the Legislators present is given to its presentation, no resolution shall be in order unless filed, in writing, with the Clerk prior to noon of the third business day, exclusive of Saturday, Sunday and legal holidays, preceding the meeting at which it is to be offered. This rule shall not apply to the organization meeting, any special or emergency meeting, meetings held in the month of December, or in the month of January in the year in which the Legislature organizes.

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RULE 28. RESOLUTIONS; FORM, CAPTIONS, OFFERORS, NUMBERING; DISTRIBUTION: Each resolution shall state the name of the Committee or Legislator offering same and the subject matter thereof. Upon adoption, resolutions shall be consecutively numbered and shall state the names of the Legislators moving and seconding same. The Clerk shall provide certified copies of all adopted resolutions to the departments or agencies having an interest therein. Nothing contained in these rules shall prevent a Legislator from offering any resolution for consideration by the Legislature, except that a resolution tabled by a committee cannot be brought to the floor of the Legislature for a vote by an individual Legislator(s) unless and until the resolution shall have been withdrawn. A resolution tabled by a committee cannot be voted upon by another committee unless specifically tabled to that committee for the purpose of a discussion and vote thereon. A resolution tabled by a committee cannot be tabled more than twice by that committee; after the second table, if it is not voted upon at the next regular meeting of that committee, then it shall be deemed withdrawn.

RULE 29. RESOLUTIONS; EFFECTIVE DATE: Unless a different date is specified, all resolutions shall become effective upon their adoption.

RULE 30. RESOLUTIONS; AGENDA; COPIES; DUTIES OF THE CLERK: Every resolution filed with the Clerk in accordance with Rule 27 shall be placed on the agenda of the next regular meeting. The Clerk shall prepare for each regular meeting copies of each resolution to be acted upon and have same available to the members and the public twenty-four (24) hours prior to the time of the meeting, except late-fileds. Resolutions to be placed on the agenda

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of a special or emergency meeting shall be prepared by the Clerk and distributed as soon as possible prior to the meeting of which action is to be taken thereon.



- RULE 31. RESOLUTIONS; SECOND REQUIRED: Except with respect to nominations, no motion shall be stated, debated or put unless it is seconded.
- RULE 32. RESOLUTIONS; WRITTEN FORM: Every motion shall be stated by the presiding officer or read by the Clerk before debate and before the question is taken. Every motion shall be reduced to writing if the Chair or any other Legislator desires. In the discretion of the presiding officer, a number of resolutions can be read and voted upon in a block.
- RULE 33. RESOLUTIONS; WITHDRAWAL; CONSENT: After a motion is stated by the Clerk or the presiding officer, it shall be in possession of the Legislature, but may be withdrawn by the introducer with consent of the seconder, at any time before a vote or amendment, if no objection is made. If objection is made, then the same may be withdrawn with the consent of a majority of the vote of the Legislature.
- RULE 34. RESOLUTIONS; DIVISION: If the matter in debate contains several distinct propositions, any Legislator may have the same divided.
- RULE 35. RESOLUTIONS; PRIORITY: All questions relating to the priority of one question or subject matter over another, under the same order of business, shall be decided by the Chair without debate.

RULE 36. RESOLUTIONS; OTHER MOTIONS: When a motion is under debate, no other motion shall be entertained except a motion:

- (a) For an adjournment of the Meeting.
- (b) For a roll call of the Legislature.
- (c) For the previous question.
- (d) To lay on the table.
- (e) To postpone indefinitely.
- (f) To postpone to a certain date.
- (g) To go into a Committee of the Whole on the pending subject immediately.
- (h) To commit to the Committee of the Whole.
- (i) To commit to a Standing or Special Committee.
- (j) To amend.

RULE 37. RESOLUTIONS; MOVING QUESTIONS: A previous question shall be as follows: "Shall the main question be put?" The previous question shall be taken only when demanded by any three Legislators present; and when so ordered and there shall first be taken upon such amendments in reverse order and then upon the main question without further debate or amendment.

RULE 38. RESOLUTIONS; TABLING: Any motion to lay a question on the table shall be decided without amendment or debate, and a motion to postpone the question indefinitely or to

postpone to a certain date, until it is decided without amendment or debate, shall preclude all amendments to the main question.

RULE 39. RESOLUTIONS, TABLING; REMOVING FROM TABLE: All reports, resolutions and other matters laid on the table may be called therefrom under "unfinished business" in the regular order of business. No report, resolution or other matter postponed indefinitely shall be called from the table except by vote of the majority of the Legislators.

RULE 40. RESOLUTIONS; LAYING OVER QUESTIONS; ORDER OF BUSINESS: All questions laid over by rule or by request of any Legislator for one day shall be considered in order on the succeeding day, or at the next session, under the heading of "unfinished business" as decided by the presiding officer. Such decision may be overruled by a vote of two-thirds of the Legislature.

RULE 41. RESOLUTIONS; RECONSIDERATION: A motion to reconsider any resolution or motion can only be entertained by the presiding officer when moved by a Legislator who originally voted with the majority thereon, when such motion to reconsider is to be voted upon at the same meeting. A motion to reconsider requires a vote of a majority of the Legislature.

RULE 42. RESOLUTIONS; MOTION TO ADJOURN: Unless a vote is in progress, a motion for a meeting's adjournment shall be decided without debate and shall always be in order.

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COMMITTEES

RULE 43. COMMITTEES: The following shall constitute the Standing Committees of the Legislature:

- (a) Executive Committee (Rule 49)
- (b) Management and Budget Committee (Rule 50)
- (c) Government Services Committee (Rule 51)
- (d) Public Works Committee (Rule 52)
- (e) Health and Family Services Committee (Rule 53)
- (f) Community and Economic Development Committee (Rule 55)
- (g) Public Safety / Law Enforcement Committee (Rule 56)
- (h) Veterans Committee (Rule 57)
- (i) Planning, Environmental Management, and Real Property Committee (Rule 58)
- (j) Personnel Committee (Rule 54)
- (k) Capital Planning & Budgeting Committee (Rule 59)
- (l) Agricultural & Sustainability Policy Committee (Rule 60)

RULE 44. COMMITTEES; APPOINTMENT: Appointment of members of the Legislature to its committees, except the Executive Committee and the Public Works Committee, is the sole responsibility and duty of the Chair. The Chair will appoint the Committee Chair, Committee Vice Chair and members within twenty days after the Chair's election, and file a list of said committees with the Clerk. The Chair shall serve ex-officio on any Legislative committee which the Chair has the power to appoint. Each committee shall, to the extent possible,

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have as a member at least one member of the minority party on the Legislature. Additional Committees, temporary or standing, may be authorized by the Legislature whose Committee Chair and membership shall be appointed by the Chair. Members may be replaced at their request in the discretion of the Chair. (See Rule 61.)

RULE 45. COMMITTEES; MEETINGS; LOCATION: All standing Committees other than the Veterans' Committee and the Executive Committee shall have regular meetings, as well as special meetings and emergency meetings as necessary. All other committees shall meet at the call of the Committee Chair as their business requires. All committee meetings shall be held at the Legislative Committee Room at the Sullivan County Government Center, Monticello, New York or at such other location as the Committee Chair may direct. The Committee Chairs shall file with the Clerk annually, the dates and times of the regular meetings of the committees. Notice of special meetings and emergency meetings shall follow the procedure set forth in Rule 4.

RULE 46. COMMITTEES; OPEN MEETINGS; MINUTES; QUORUM; VOTE: All committee meetings shall be public, unless an executive session is called. A quorum shall consist of a majority of the membership of the Committee. Favorable action by a Committee shall require the vote of a majority of the membership of the committee. In the absence of the Committee Chair, the Committee Vice Chair shall preside at a meeting.

RULE 47. COMMITTEES; DUTIES OF CLERK: The Clerk shall print the list of committees, their membership, dates and times of regular meetings and distribute said list to each member of the Legislature, each county division, department and agency, and each town and village clerk. The Clerk shall transcribe minutes of the committee proceedings.

DUTIES OF COMMITTEES

RULE 48. DUTIES OF COMMITTEES: Committees shall have jurisdiction over the departments and agencies under their control as defined in the Sullivan County Code and perform such other duties as may be therein or herein set forth.

RULE 49. THE EXECUTIVE COMMITTEE: There shall be an Executive Committee consisting of the membership of the Legislature with the powers and duties set forth in Section A2-10 of the Sullivan County Code. The Executive Committee shall meet on the call of the Chair or at the request of any four members.

RULE 50. MANAGEMENT AND BUDGET: The functions of the Management and Budget Committee shall, but not by way of limitation, include the following:

- (a) Legislative oversight of the Division of Management and Budget, departments, and agencies set forth in Sections A2-9A(1), A4-2, A6-1, A6-2, A6-3, A7-2 of the Sullivan County Code.
- (b) Review and recommend action with respect to all resolutions relating to

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appropriations, issuance of bonds and notes, and other matters of county finance.

- (c) Review budget estimates and formulate, with the County Manager, the tentative budget, and review and recommend action with respect to adoption of the budget.
- (d) Review of all claims which have been audited and paid.
- (e) Legislative oversight over all the financial and administrative actions and functions of county divisions, departments, and agencies.

RULE 51. GOVERNMENT SERVICES: The functions of the Government Services Committee shall, but not by way of limitation, include the following:

- (a) Legislative oversight of the divisions, departments, and agencies set forth in Sections A2-9A(2), A4-4, A5-9, A5-11, A7-1F, A7-2D, A7-4H of the Sullivan County Code.
- (b) Oversee all matters relating to elections.
- (c) Except as provided by Rule 52, approve all purchases, and all bids and contracts for purchases and public work, submitted by the Department of Government Services.
- (d) Review all printing and publication contracts in the manner provided by law.

RULE 52. PUBLIC WORKS: The functions of the Public Works Committee shall, but not by way of limitation, include the following:

- (a) Legislative oversight of the divisions, departments, and agencies set forth in Sections A2-9A(7), A7-3, A7-4A-G, I-J, and A7-5 of the Sullivan County

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Code.

- (b) Review and recommend action with respect to the construction, reconstruction and improvement of all County roads and bridges.
- (c) Oversee cooperation with the federal, state and local agencies having jurisdiction over highways, parks, airports, public transportation and the regulation, construction and improvement thereof; review and recommend action with respect thereto.
- (d) Study and recommend action with respect to public transportation and public facilities relating to the general improvement of transportation in the County.
- (e) Oversee and recommend action with respect to maintenance, repair, improvement and purchases of equipment, furniture and fixtures for all buildings, offices, parks and grounds, and approve the acquisition, repair and disposal of all County motor vehicles.
- (f) Review all purchases of equipment by the Commissioner of the Public Works Division with a value in excess of the amount set forth in Section 133 of the Highway Law for purchases chargeable to the county road machinery fund and in excess of the amount set forth in Section 103 of the General Municipal Law in all other cases; approve and recommend action on all rights of way options which shall be filed by the Clerk with the County Attorney.
- (g) Oversight and recommendation of action with respect to solid waste management facilities including operation of the Sullivan County Sanitary Landfill and related facilities.



- (h) Oversight and recommendation of action with respect to administration of local laws and other regulations related to solid waste management control.
- (i) Oversight and recommendation of action with respect to recycling programs and the funding and disposition of revenues therefrom.

Membership: The Public Works Committee shall have a membership consisting of the Chair, the Chairs of the Committees on Management and Budget; Planning, Environmental Management, and Real Property, and four additional members selected by the Chair. The Chair shall also select a Chair for the Committee.

RULE 53. HEALTH AND FAMILY SERVICES: The functions of the Health and Family Services Committee shall, but not by way of limitation, include the following:

- (a) Legislative oversight of the Division of Health and Family Services, departments and agencies as set forth in Section A2-9A(3) and A7-6 of the Sullivan County Code.
- (b) Review and recommend action on all matters subject to the New York State Social Services Law, Labor Law, Health Law, Taxation and Finance Laws and Office of Temporary and Disability Assistance and State Office of Family and Children Services together with the regulations promulgated pursuant to said laws and any other relevant statutes and regulations.
- (c) Recommend policy and maintain contact with voluntary associations providing social services to residents of the county.
- (d) Recommend programs for the purpose of preventing and eliminating poverty in

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the county.

- (e) Review and recommend actions on all matters subject to the New York State Public Health Law, Mental Hygiene Law, Family Court Act, Penal Law, Criminal Procedure Law and other laws and regulations relating to the jurisdiction of the Committee.
- (f) Recommend policy and maintain contact with voluntary associations providing alcohol abuse, drug abuse, mental illness, mental retardation, and other community services to residents of the community.
- (g) Study and recommend programs for the purpose of treating and caring for those who suffer from the above.

RULE 54. PERSONNEL: The functions of the Personnel Committee shall, but not by way of limitation, include the following:

- (a) Legislative oversight of the Division of Personnel, and the Department of Risk Management and Insurance as set forth in Sections A2-9A(4), A5-3 and A7-2 of the Sullivan County Code.
- (b) Oversee, review, and recommend, consistent with the provisions of Civil Service Law, Article 10, action relating to the compensation of County officers and employees, including the annual preparation and recommendation of a proposed schedule of salaries and compensation of officers and employees not subject to Article 10 of the Civil Service Law; the hiring, increase and reduction of

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employees in the County.

- (c) Review with the Personnel Officer, all matters relating to enforcement of the Civil Service Law.
- (d) Review and recommend action with respect to negotiation and ratification of all agreements with employee organizations.
- (e) Review and recommend, consistent with law, action with respect to all employment programs.
- (f) Oversee and recommend action on all matters relating to the Sullivan County Self-Insurance Plan

RULE 55. COMMUNITY AND ECONOMIC DEVELOPMENT: The functions of the Community and Economic Development Committee shall, but not by way of limitation, include the following:

- (a) Legislative oversight of the departments and agencies set forth in Sections A2-9A(5), and A7-8 of the Sullivan County Code.
- (b) Oversee and approve formulation of a publicity program for the County.
- (c) Oversee, participate in and recommend action with respect to economic and industrial development, supervise the operations of the County of Sullivan Industrial Development Agency and the Local Development Corporation of the County of Sullivan.

RULE 56. PUBLIC SAFETY / LAW ENFORCEMENT REVIEW COMMITTEE: The functions of the Public Safety Committee shall, but not by way of limitation, include the following:

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- (a) Legislative oversight of the divisions, departments, and agencies set forth in Sections A2-9A(6), A4-6, A4-8, A4-10 and A7-7 of the Sullivan County Code.
- (c) Review and recommend action with respect to civil defense and disaster preparedness and cooperate with federal, state and local civil defense authorities.

RULE 57. VETERANS: The functions of the Veterans' Committee shall, but not by way of limitation, include the following:

- (a) Legislative oversight of the department as set forth in Sections A2-9A(9) of the Sullivan County Code.
- (b) Review and recommendation of action with respect to veterans' affairs, including assistance; memorials, celebrations, the Sullivan County Veterans' Cemetery and burial of veterans in accordance with law, and the foster cooperation with veterans' organizations.

RULE 58. PLANNING, ENVIRONMENTAL MANAGEMENT AND REAL PROPERTY COMMITTEE: The function of the Planning, Environmental Management and Real Property Committee shall, but not by way of limitation, include the following:

- (a) Legislative oversight of the Departments of GIS and Mobility Management, Real Property Tax Services and Sullivan County Treasurer (tax enforcement functions) as set forth in Section A2-9A(8), A4-2, A5-4, A5-5 and A7-8 of the Sullivan County Code.

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- (b) Compilation of written policy and procedures regarding the handling of properties taken by the County through in rem foreclosure proceedings, and to establish a structure for the Real Property Administration Department.
- (c) Review and recommend action with respect to:
  - (1) Assessment, levy, collection, and enforcement of all real property taxes and sales taxes.
  - (2) Applications to correct assessment and tax rolls pursuant to the Real Property Tax Law.
  - (3) Determination of the amount of taxes returned as unpaid and the re-levy of same.

- (4) Adoption of the equalization rates established by the New York State Division of Equalization and Assessment, or in the alternative, upon direction of the Legislature, investigate the ratio and percentage which assessed value of real property bears to the full value of such property and report the percentage for such tax district so determined and recommend action by the Legislature.
- (5) Adoption of the statement of total valuation, including equalization rates of taxable real property within the County as the basis for the apportionment of the county real property tax levy.
- (6) Apportionment of all revenue received in the County which is payable to the Villages and Towns.
- (7) Review of special district charges and recommend adoption of such resolutions as may be necessary to levy same on the tax roll.
- (8) Oversee all matters relating to reassessment, revaluation, and tax map.
- (9) Review and recommend action with respect to enforcement and collection of delinquent taxes, manner of bids with respect to sale of real property acquired by tax deed, rejection of bids for real property required by tax deed, retention of title of real property acquired by tax deed and such other methods of disposition of tax title real property as the Committee shall deem appropriate.
- (10) Review and recommend action with respect to condemnation, purchase, and acquisition of all real estate by the County, including options to

purchase such real estate.

- (11) Oversee and recommend action on all matters relating to County and regional planning.
- (12) Oversee and recommend action on all matters relating to environmental management, except solid waste management.

RULE 59. CAPITAL PLANNING & BUDGETING COMMITTEE: The function of the Capital Planning & Budgeting Committee shall, but not by way of limitation, include the following:

- (a) Legislative oversight of the departments as set forth in Section A2-8, A2-9(10) of the Sullivan County Code.
- (b) Review, oversight and recommendation of action and fiscal impacts of capital planning and projects,
- (c) Review and oversight of the preparation of the County's six-year Capital Plan.
- (d) Review and oversight of capital budgeting and planning analyses.

RULE 60. AGRICULTURAL & SUSTAINABILITY POLICY COMMITTEE: The functions of the Agricultural & Sustainability Policy Committee shall, but not by way of limitation, include the following:

- (a) Legislative oversight of the departments as set forth in Section A2-8, A2-9(11) of the Sullivan County Code,
- (b) Review and oversight and recommendations regarding current and future proposed sustainable principles, practices, policies and goals, as well as

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sustainability technologies in county facilities, including, but not limited to, "green" building standards, renewable energy, and other "best practices".

- (c) Review of County fleet hybrid and alternative fuel vehicles.
- (d) Review and oversight of environmental health and sustainable practices of the County's Department of Public Health.

RULE 61. COMMITTEES; REMOVAL; REASSIGNMENT: A member who fails or refuses to serve and fulfill the duties of the Committee to which such member has been appointed may be removed at the discretion of the Chair. The vacancy created by such removal shall be filled by the Chair. At the request of a member, the Chair may change the appointment of a member from one Committee to another Committee. The Clerk shall note the removal, appointment or change of assignment in the minutes. MISCELLANEOUS

RULE 62. ASSESSMENT ROLLS: The Clerk shall procure the assessment roll of each town and have the town verify and correct footings, recapitulation and tabulate the results in such manner as may be required to show assessed valuations for each tax district in each town, on or before the first day of October in each and every year.

RULE 63. CLAIMS: Except as otherwise provided by law, all claims against the County shall be submitted on a county voucher, signed by the claimant and approved by the appropriate department head prior to audit and payment. The County Manager shall audit and direct payment of all valid claims within the limits of the appropriations made. The County Manager is authorized to issue such regulations and procedures as may be necessary with



respect to the submission and payment of claims.

RULE 64. ACCESS BY MEDIA FOR DELAYED OR SIMULTANEOUS TRANSMISSION OF PROCEEDINGS

- (a) All representatives of newspaper, radio and television shall have equal access to county facilities to obtain information, and to attend and report the proceedings of the Legislature or of any of its committees or of any other hearing or proceeding held at the County Government Center by any public body in accordance with the Freedom of Information Law, Open Meetings Law, and these Rules. In compliance therewith, the Clerk may make and enforce reasonable regulations as may be mandated by the circumstances.
- (b) Subject to the provisions hereinafter set forth, all representatives of newspapers, radio, and television who shall have obtained written authorization from the Clerk shall be permitted to use recording device connections in the Legislature's Chamber at the County Government Center to simultaneously record the proceedings of the Legislature or of any of its committees.
- (c) Subject to the provisions hereinafter set forth, all representatives of radio and television shall be permitted, at their own expense, to install at the Legislature's Chamber at the County Government Center, telephone lines or other devices to permit simultaneous broadcast or transmission for delayed broadcast of the proceedings of the Legislature relating to the following matters:
- (1) Committee hearings on the tentative budget.

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- (2) Public Hearings on the tentative budget.
- (3) The meetings of the Legislature with respect to adoption of the budget.
- (d) Authorization
  - (1) Representatives shall make written application on forms supplied by the Clerk for authorization to use recording devices in accordance with paragraph (b). The Clerk shall approve all bona fide applications. In the event that the number of applicants shall exceed the number of recording device connections, the order of use shall be determined in January of each year by lot and thereafter use at each meeting shall rotate in the order so determined. Failure to exercise rights granted under this paragraph shall not alter the rotation so established.
  - (2) Representatives who wish to install devices for simultaneous broadcast as provided in paragraph (c) of this Rule, shall obtain authorization from the Clerk in accordance with paragraph (1) hereof and then make written application to the Commissioner of Public Works for a permit to authorize such installation.
- (e) Use of recording device at committee meetings other than those meetings related to subjects described in paragraph (c) may be prohibited at the request of any member of the Committee.
- (f) The Legislature may modify, amend or repeal the provisions of this rule or terminate the use of recording or broadcasting devices at any time for any reason without liability.

(g) Except as herein provided, or as may be permitted by any other public body, the use of recording and broadcasting devices shall be prohibited.

RULE 65. RULES; DELEGATION OF AUTHORITY: Nothing herein shall be deemed to authorize the delegation of any powers, duties or responsibilities of the Legislature to any other officer.

RULE 66. RULES; SUSPENSION: Unless otherwise provided by law, the Legislature may suspend its rules on unanimous vote of the Legislators present and voting at any regular, special or emergency meeting.

RULE 67. RULES; AMENDMENTS: Unless otherwise provided by law, the Legislature, by a majority vote, may amend these rules upon recommendation of the Executive Committee.

RULE 68. EFFECTIVE DATE; CAPTIONS; REPEAL: These Rules shall be effective on the date of adoption by the Legislature. Captions for each rule shall be used for the purpose of identification only and shall not limit the content or meaning of any rule. Any rules heretofore in effect are hereby repealed.

COUNTY LEGISLATURE  
County of Sullivan  
RULE 64 APPLICATION

Name of Applicant \_\_\_\_\_

Name of News Organization \_\_\_\_\_

Address of News Organization \_\_\_\_\_

Applicant requests authorization to: (Check applicable provision)

- 1. Use recording device connections.
- 2. Install broadcasting equipment in Legislature's Chamber to simultaneously broadcast proceedings of public bodies. (Annex plans)

Applicant understands that any authorization granted herein may be revoked, suspended or modified if Rule 64 is violated, amended or repealed, or if employment with or as an authorized representative of the above news organization is terminated. Applicant has received a copy of Rule 64.

Dated \_\_\_\_\_ Signed \_\_\_\_\_

Approval of Commissioner of Public Works:

I have examined the annexed plans for installation of broadcast equipment and I approve/disapprove the plans and authorize installation in accordance with said plans.

Dated \_\_\_\_\_ Signed \_\_\_\_\_

AUTHORIZATION

In accordance with Rule 64 of the Rules of the County Legislature I hereby approve/disapprove this application for the authorization requested.

Dated \_\_\_\_\_

\_\_\_\_\_  
Clerk of the County Legislature

NOTE: This Permit is not transferable. Complete in triplicate. If disapproved, set forth reasons on back.  
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**RESOLUTION INTRODUCED BY EXECUTIVE COMMITTEE TO ADOPT FOUR (4) FORMS PURSUANT TO THE SULLIVAN COUNTY ETHICS LAW**

**WHEREAS**, pursuant to the provisions for the Sullivan County Ethics Law established by Local Law Number 3 of 2013, four forms need to be adopted, and

**WHEREAS**, the four (4) forms are Advisory opinion Request Form, the Ethics Complaint Form, Notice of Ethics Complaint and Response Form for Accused Individual, and the Receipt of Sullivan County Ethics Law Form.

**NOW, THEREFORE, BE IT RESOLVED**, that the the four (4) forms are Advisory opinion Request Form, the Ethics Complaint Form, Notice of Ethics Complaint and Response Form for Accused Individual, and the Receipt of Sullivan County Ethics Law Form are hereby adopted by the Sullivan County Legislature and will be attached to the Sullivan County Ethics Law upon filing with the Secretary of State.

**ADVISORY OPINION REQUEST FORM**

(This Form should be filed with Board of Ethics)

A person may request an advisory opinion from the Board of Ethics when he/she has a concern or belief that anticipated action may be a violation of the Ethics Law. For purposes of this Form, "Complainant" includes the individual seeking the advisory opinion.

This Form is not required, but its use is encouraged as a Request for Advisory Opinion. It must be in writing and verified by oath or affirmation. This form is deemed filed upon receipt by the Chairman of the Board of Ethics.

Complainant: \_\_\_\_\_

Address: \_\_\_\_\_

Telephone: \_\_\_\_\_ Email: \_\_\_\_\_

Public position held by Complainant: \_\_\_\_\_

Description of anticipated conduct that may cause a violation of the Ethics Law:

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(Please attach additional sheets if needed.)

I, \_\_\_\_\_, the Complainant herein, being duly sworn, state (or affirm) that having read the provisions of the Ethics Law, the statement(s) contained herein is / are true, except so far as they are stated to be based upon information and belief, and to the extent they are based upon information and belief, I believe them to be true.

This request for advisory opinion was executed on this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_, by:

\_\_\_\_\_  
Signature of Complainant

\_\_\_\_\_  
Print name of Complainant

STATE OF NEW YORK)  
COUNTY OF \_\_\_\_\_)

The foregoing instrument was acknowledged before me in Sullivan County, New York this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_.

\_\_\_\_\_  
Notary Public

My Commission Expires: \_\_\_\_\_

*Any person who requests an Advisory Opinion regarding a potential violation of the Ethics Law knowing that material information provided therein is not true or that the information provided therein was made in reckless disregard for the truth may be subject to criminal prosecution as well as the reasonable costs incurred by the County of Sullivan in investigating the Complaint and the reasonable costs incurred by the accused individual in responding to the Complaint as provided in the Ethics Law.*

**ETHICS COMPLAINT  
FORM**

(This Form should be filed with Board of Ethics)

Any person may file a Complaint if he or she has information that a public officer or employee has violated the Sullivan County Ethics Law. It is not enough to merely allege that a public officer or employee has acted improperly. A Complaint must contain information supporting the allegation(s) that one or more of the provisions of the Ethics Law have been violated.

This Form is not required, but its use is encouraged as a Complaint. It must be in writing and verified by oath or affirmation. A Complaint must be filed with the Board within one year of the date the offense is alleged to have occurred, unless the offense was incapable of being discovered due to intentional acts on the part of the accused individual. This form is deemed filed upon receipt by the Chairman of the Board of Ethics.

Complainant: \_\_\_\_\_

Address: \_\_\_\_\_

Telephone: \_\_\_\_\_ Email: \_\_\_\_\_

County Official / Employee subject to complaint (i.e. accused individual):  
\_\_\_\_\_

Public position held by accused individual: \_\_\_\_\_

Approximate date of alleged violation(s): \_\_\_\_\_

Description of conduct by accused individual and section of Ethics Law alleged to have been violated:

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\_\_\_\_\_

(Please attach additional sheets if needed.)

I, \_\_\_\_\_, the Complainant herein, being duly sworn, state (or affirm) that, upon review of the Ethics Law, the allegation(s) contained herein is / are true, except so far as they are stated to be based upon information, and to the extent they are based upon information, I believe them to be true.

This Ethics Complaint was executed on this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_, by:

\_\_\_\_\_  
Signature of Complainant

\_\_\_\_\_  
Print name of Complainant

STATE OF NEW YORK)  
COUNTY OF \_\_\_\_\_)

The foregoing instrument was acknowledged before me in Sullivan County, New York this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

\_\_\_\_\_  
Notary Public

My Commission Expires: \_\_\_\_\_

*Any person who files a Complaint alleging a violation of the Ethics Law knowing that material information provided therein is not true or that the information provided therein was made in reckless disregard for the truth may be subject to criminal prosecution as well as the reasonable costs incurred by the County of Sullivan in investigating the Complaint and the reasonable costs incurred by the accused individual in responding to the Complaint as provided in the Ethics Law.*

**NOTICE OF ETHICS COMPLAINT and  
RESPONSE FORM FOR ACCUSED INDIVIDUAL**

(This Form should be filed with Board of Ethics)

**NOTICE**

A sworn Complaint against you or involving you has been filed with the Sullivan County Board of Ethics. Pursuant to the Ethics Law, you have an opportunity to respond to the allegations.

This Form is not required, but its use is encouraged as your Response Form. Any response must be in writing and verified by oath or affirmation. A Response must be filed within fifteen (15) days of your receipt of this Notice. This form is deemed filed upon receipt by the Chairman of the Board of Ethics.

Accused Individual: \_\_\_\_\_

Address: \_\_\_\_\_

Telephone: \_\_\_\_\_ Email: \_\_\_\_\_

Public position held by Accused Individual: \_\_\_\_\_

Approximate date of alleged violation(s): \_\_\_\_\_

Description of conduct alleged to have been undertaken by Accused Individual and section of Ethics Law alleged to have been violated: (to be taken from Complaint form)

\_\_\_\_\_  
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**RESPONSE BY ACCUSED INDIVIDUAL:**

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(Please attach additional sheets if needed.)

I, \_\_\_\_\_, the Accused Individual herein, being duly sworn, state (or affirm) that the statements contained herein are true, except so far as they are stated to be based upon information, and to the extent they are based upon information, I believe them to be true.

This Response to an Ethics Complaint was executed on this \_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_, by:

\_\_\_\_\_  
Signature of Accused Individual

\_\_\_\_\_  
Print name of Accused Individual

STATE OF NEW YORK)  
COUNTY OF \_\_\_\_\_)

The foregoing instrument was acknowledged before me in Sullivan County, New York this \_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

\_\_\_\_\_  
Notary Public

My Commission Expires: \_\_\_\_\_

*Any person who files a Response to a Complaint alleging a violation of the Ethics Law knowing that the information provided therein is not true or that the information provided therein was made in reckless disregard for the truth may be subject to criminal prosecution as well as the reasonable costs incurred by the County of Sullivan and its Board of Ethics in investigating the Response to the Complaint.*



RECEIPT OF SULLIVAN COUNTY ETHICS LAW

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Telephone: \_\_\_\_\_ Email: \_\_\_\_\_

Public position held: \_\_\_\_\_

I, \_\_\_\_\_, the individual named herein, state that I have received a copy of the Sullivan County Ethics Law (electronically or otherwise) and agree to be bound by its provisions to the extent applicable to me.

Dated: \_\_\_\_\_

\_\_\_\_\_  
Signature of Recipient

\_\_\_\_\_  
Print name of Recipient

THIS SIGNED RECEIPT MUST BE DELIVERED TO THE CLERK OF THE SULLIVAN COUNTY LEGISLATURE, 100 NORTH STREET, MONTICELLO, NEW YORK 12701.

**RESOLUTION INTRODUCED BY EXECUTIVE COMMITTEE TO ADOPT THE 2013-2014 SULLIVAN COUNTY COMMUNITY COLLEGE BUDGET**

**WHEREAS**, the Sullivan County Community College Board of Trustees has filed its 2013-2014 Operating Budget with the Sullivan County Legislature, and

**WHEREAS**, the proposed Budget for 2013-2014 has appropriations in the amount of \$16,831,605 with the County's share to be raised by tax revenue in the amount of \$4,000,000, and

**NOW THEREFORE BE IT RESOLVED**, that the 2013-2014 Operating Budget be approved in the amount of \$16,831,605 and the County's share to be levied and assessed against the taxable real property of Sullivan County on the 2014 tax rolls at \$4,000,000.

**RESOLUTION INTRODUCED BY THE EXECUTIVE COMMITTEE TO  
AUTHORIZE AMEND THE 2013 CONTRACT BETWEEN THE COUNTY OF  
SULLIVAN AND CORNELL COOPERATIVE EXTENSION**

**WHEREAS**, the annual contract with Cornell Cooperative Extension for 2013 was authorized by resolution 148 of 2013, and

**WHEREAS**, the County and Cornell Cooperative Extension both perform numerous agricultural related functions and work together on numerous agricultural related projects, and

**WHEREAS**, the County and Cornell Cooperative Extension both have vacancies in key agricultural positions, and

**WHEREAS**, it is prudent practice for governmental agencies to share services whenever possible due to ever decreasing revenues and in the context of the New York State imposed tax cap, and

**WHEREAS**, the County and Cornell Cooperative Extension are agreeable to enter into a contract modification to include agricultural related services.

**NOW, THEREFORE, BE IT RESOLVED**, that the County Manager is hereby authorized to execute a modification of the contract with Cornell Cooperative Extension, to include specific agriculture related services, in an amount not to exceed \$25,000 for the period of 09/01/2013 through 08/31/2014, and

**BE IT FURTHER RESOLVED**, that the form of such annual contract be approved by the County Attorney, and

**BE IT FURTHER RESOLVED**, that the deliverables within the contract modification will be reviewed after a six month period to determine the mutual benefit of the services provided by each agency.

**RESOLUTION INTRODUCED BY THE EXECUTIVE COMMITTEE TO  
CREATE A POSITION WITHIN THE DEPARTMENT OF PLANNING**

**WHEREAS**, there is a demonstrated need to increase the capacity within the Planning department, and

**WHEREAS**, it is necessary to create the position of Planner within the Planning department to assist in carrying out the mission and duties of the department.

**NOW, THEREFORE, BE IT RESOLVED**, that the Sullivan County Legislature hereby authorizes the creation and filling of a Planner position within the Planning Department at grade XI of the Teamsters Local 445 salary schedule

Resolution No. \_\_\_\_\_

**RESOLUTION INTRODUCED BY HEALTH & FAMILY SERVICES COMMITTEE TO AMEND RESOLUTION NO. 179-13**

**WHEREAS**, the County Legislature adopted Resolution No. 179-13 on April 18, 2013 that authorized the County Manager to execute agreements with New York and other State or Commonwealth approved Foster Care related service providers; and

**WHEREAS**, there is a desire to amend that resolution to include “that the total of all contracts will not exceed budgetary appropriations”; and

**WHEREAS**, a quarterly report will be made to the Legislature.

**NOW, THEREFORE, BE IT RESOLVED**, that Resolution No. 179-13 is hereby amended by the Sullivan County Legislature to include the sentence “that the total of all contracts will not exceed budgetary appropriations.”

**Moved by** \_\_\_\_\_ ,  
**Seconded by** \_\_\_\_\_ ,  
**and adopted on motion** \_\_\_\_\_ , 2013.

**RESOLUTION NO. \_\_\_\_\_ INTRODUCED BY THE EXECUTIVE COMMITTEE SUPPORTING THE ENACTMENT OF A CONSTITUTIONAL AMENDMENT AUTHORIZING CLASS III GAMING IN THE STATE OF NEW YORK**

**WHEREAS**, Governor Andrew M. Cuomo and the New York State Legislature have enacted the Upstate NY Gaming Economic Development Act, which includes an amendment to the New York State Constitution to allow Class III Gaming in New York State and authorizes the development of up to seven casinos; and

**WHEREAS**, the legislation authorizes the establishment of four destination gaming resorts in three distinct regions (Regions 1, 2 and 5), in Upstate New York, with a maximum of two projects to be located in the Catskills/Hudson Valley region (Region 1); and

**WHEREAS**, Sullivan County has been recognized as the premiere vacation destination in New York State for generations and has historically served as host to some of the world's most famous destination resorts; and

**WHEREAS**, Sullivan County, like the rest of New York State and the Country, has suffered significant negative economic impacts as a result of the recent global economic downturn; and

**WHEREAS**, Sullivan County has sought the legalization of Class III Casino Gaming for more than four decades, and

**WHEREAS**, gaming, as a single component within a destination resort, will provide the much needed catalyst to stimulate further economic growth in Sullivan County and support of our local community; and

**WHEREAS**, the development of destination gaming resorts would bring thousands of much needed quality jobs to Sullivan County; and

**WHEREAS**, the establishment of destination gaming resorts in Sullivan County will provide financial support for education and desperately needed property tax relief for Sullivan County taxpayers and communities statewide; and

**WHEREAS**, the establishment of destination gaming resorts will stop the flow of revenues for tourism and gaming crossing our borders into neighboring states and keep those dollars in New York State; and

**WHEREAS**, it is vital that the people of Sullivan County and the entire State of New York Vote Yes on Proposal #1 and that the referendum appearing on the November, 2013 ballot authorizing Class III Gaming be approved.

**NOW THEREFORE BE IT RESOLVED**, that Sullivan County enthusiastically supports the enactment of the constitutional amendment authorizing Class III Gaming in New York State, and asks that all municipalities of New York State join in expressing support for the amendment.

**Resolution No.**

**RESOLUTION INTRODUCED BY EXECUTIVE COMMITTEE**

**RESOLUTION TO REAPPOINT ONE MEMBER AND TO APPOINT ONE MEMBER TO THE RSVP ADVISORY COMMITTEE**

WHEREAS, it is the desire to reappoint Onofrio (Chuck) Papa and to appoint Arleen Nieke to fill the vacancy of Vera Sclawy to the RSVP Advisory Committee, and

WHEREAS, the above reappointment and appointment is to commence on the date this resolution is adopted.

NOW, THEREFORE, BE IT RESOLVED, that the Sullivan County Legislature does hereby reappoint and appoint the following members to the RSVP Advisory Committee, for the term to expire on the date opposite of name.

**RSVP REAPPOINTMENT:**

**TERM:**

Onofrio "Chuck" Papa  
P O Box 721  
9 Clark Street  
South Fallsburg NY 12779

8/31/2016

**RSVP APPOINTMENT**

Arleen Nieke  
114 Proctor Road  
Eldred NY 12732

8/31/2016

Moved by \_\_\_\_\_,  
Seconded by \_\_\_\_\_,  
and adopted on motion \_\_\_\_\_, 2013.



Resolution No.

RESOLUTION INTRODUCED BY EXECUTIVE COMMITTEE

RESOLUTION TO APPOINT ONE MEMBER TO THE OFFICE FOR THE AGING  
ADVISORY COMMITTEE

WHEREAS, it is the desire to appoint Arleen Nieke to the Office for the Aging Advisory  
Committee to fill the vacancy of Vera Sclawy, and

WHEREAS, the above appointment is to commence on the date this resolution is  
adopted.

NOW, THEREFORE, BE IT RESOLVED, that the Sullivan County Legislature does  
hereby appoint the following member to the Office for the Aging Advisory Committee, for the  
term to expire on the date opposite of name.

OFA APPOINTMENT:

TERM:

Arleen Nieke  
114 Proctor Road  
Eldred NY 12732

8/31/2016

Moved by \_\_\_\_\_,  
Seconded by \_\_\_\_\_,  
and adopted on motion \_\_\_\_\_, 2013.

**RESOLUTION NO. INTRODUCED BY EXECUTIVE COMMITTEE TO REAPPOINT ONE MEMBER OF THE SULLIVAN COUNTY COMMISSION ON HUMAN RIGHTS**

**WHEREAS**, pursuant to the Resolution No. 490-04 adopted on December 6, 2004, the Sullivan County Legislature created a Sullivan County Commission on Human Rights (“Commission”); and

**WHEREAS**, Resolution No. 109-05 adopted on March 17, 2005, the Sullivan County Legislature appointed the members to the Commission for designated terms; and

Due to the expiration of Chet Carlin’s term on 12/31/13 and

**WHEREAS**, the Commission sent a letter to the Sullivan County Legislature, received on August 1, 2013 requesting the Legislature to reappoint Chet Carlin to fill the vacancy for the remainder of the three year term which expires on December 31, 2015 and

**WHEREAS**, Resolution No. 113-06 adopted on March 16, 2006 indicates terms are to commence on January 1 and terminate on December 31 in the year in which they are scheduled to terminate.

**NOW, THEREFORE, BE IT RESOLVED**, that the Sullivan County Legislature does hereby appoint the following member to the Commission for the following terms:

**Reappoint:**

Member  
Chet Carlin

Term Expires  
December 31, 2015

**RESOLUTION NO.                    INTRODUCED BY EXECUTIVE COMMITTEE TO  
CREATE A FULL-TIME TEMPORARY ACCOUNT CLERK/DATABASE POSITION  
IN THE EARLY CARE PROGRAM AT PUBLIC HEALTH SERVICES**

**WHEREAS**, in order to bill for the 2011-2012 and the 2012-2013 school year Medicaid billing for the Early Care Program, data needs to be entered into the K Systems which is a Medicaid billing program, and

**WHEREAS**, the close out period for entering these sessions is October 7, 2013 at which time Medicaid revenue will be lost if not entered for the 2011-2012 and the 2012-2013 school year, and

**WHEREAS**, there is a need for a full-time Temporary Account Clerk/Database position at Public Health Services in the Early Care Program to assist with the data entry of this documentation.

**NOW, THEREFORE, BE IT RESOLVED**, that the full-time Temporary Account Clerk/Database position be created as soon as possible, and the creation of this position also gives the department permission to fill.

**Moved by  
Seconded by  
and declared duly adopted on motion**

**RESOLUTION NO. \_\_\_\_\_-13, INTRODUCED BY THE EXECUTIVE COMMITTEE TO ENTER INTO A SETTLEMENT AND RELEASE AGREEMENT WITH MED WORLD ACQUISITION CORP., D/B/A MED WORLD PHARMACY**

**WHEREAS**, the County of Sullivan (“County”) entered into a contract with Med World Pharmacy (“Med World”) to provide pharmaceutical supplies and services to the Adult Care Center and Sullivan County Jail, and

**WHEREAS**, the original contract with Med World was for a term from January 1, 2007 through December 31, 2007. It was authorized pursuant to Resolution No. 421-06 adopted by the Sullivan County Legislature November 16, 2006, and

**WHEREAS**, another contract was entered into with Med World dated January 1, 2008 through December 31, 2011, pursuant to Resolution No. 623-07 adopted by the Legislature December 20, 2007, and

**WHEREAS**, the current contract with Med World and the County was entered January 1, 2012 and terminates on December 31, 2015 pursuant to Resolution No. 550-11 adopted by the Legislature on December 22, 2011, and

**WHEREAS**, modifications to the contract extended services to include the Sullivan County Jail through December 31, 2015 pursuant to Resolution No. 467-11 adopted by the Legislature on December 15, 2007, and

**WHEREAS**, Med World has claimed the County has a past due amount in the sum of \$99,660.64 (“Past Due Amount”) for supplies and services provided. Med World lists invoice numbers and dates of bills from July 31, 2006 through December 31, 2011 as described in Exhibit “A” attached hereto, and

**WHEREAS**, the Sullivan County Jail has reviewed invoices and bills from 2006 through 2011 with Med World and confirms the invoices and amounts detailed in Exhibit “A” but has disputed the Past Due Amount claiming that Med World made certain billing errors, and

**WHEREAS**, in order to avoid the cost, expense and uncertainty of protracted litigation in determining the exact Past Due Amount and to resolve the disputed claims the Parties have

mutually agreed to formally resolve, compromise and settle the dispute between them by payment from the County to Med World in the amount of \$43,000.00 in settlement of the invoices and bills listed in Exhibit "A".

**NOW, THEREFORE, BE IT RESOLVED**, that:

1. The County Manager is hereby authorized to execute a Settlement and Release Agreement with Med World Pharmacy.
2. The County shall pay Med World \$43,000.00 in settlement of the invoices more fully described in Exhibit "A".
3. The Settlement and Release Agreement shall be in a form approved by the County Attorney.

**Moved by** \_\_\_\_\_,  
**Seconded by** \_\_\_\_\_,  
**and adopted on motion** \_\_\_\_\_, 2013.

**EXHIBIT "A"**

**INVOICES**

<i>INVOICE#</i>	<i>DATE</i>	<i>DUE</i>
PH26874	7/31/2006	\$ 271.52
PH28809	8/31/2006	\$ 708.35
OA67314	1/26/2007	\$ 12,202.11
PH70415	6/30/2007	\$ 180.45
PH318337	8/31/2011	\$ 25,071.96
PH324508	9/30/2011	\$ 26,818.36
PH337936	11/30/2011	\$ 22,277.69
PH344836	12/31/2011	\$ 12,130.20
<b>Total</b>		<b>\$ 99,660.64</b>